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DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

BROKER LICENSING APPLICATION INSTRUCTIONS FOR INITIAL, RENEWAL AND REINSTATEMENT APPLICATIONS

SUBJECT: Instructions for completing Broker's Original, Renewal and Reinstatement Application Pursuant to §36-85.18 of the Code of Virginia, the Manufactured Housing Board has implemented regulations to provide for the mandatory licensing and regulation of manufactured home manufacturers, dealers, brokers and salesperson. Below you will find detailed instructions on how to properly complete the necessary application to become a licensed Broker. Should you have any questions or comments you any contact the State Building Codes Office at (804) 371-7150.

INITIAL LICENSE: *(please complete all questions)*

QUESTION 1: Mark application as ***Initial*** license.

QUESTIONS 2 - 5: Information on the business should be for the Broker location that is actually becoming licensed. Each Broker is required to have a separate license for each location that it operates. All information should pertain to that particular Broker location.

QUESTION 6: Specify the City, County or Town that Broker is located

QUESTION 7: Name *and* Title of individual designated "In Charge"; this would be the one person who is responsible for the daily operation of the Broker location and its employees.

QUESTION 8: Specify the individual applying for the license. This individual will be the contact person if we have any questions or concerns.

QUESTION 9: Specify E-mail address of individual applying.

QUESTION 10: Specify the Federal Identification Number (FIN) assigned to you by the Federal Government for taxation purposes this is a nine-digit number.

QUESTION 11: Specify the state in which the Broker obtained incorporation.

QUESTION 12: Specify business hours of operation, this should reflect the hours you have posted at the site.

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- QUESTION 13:** Specify all owners, officers, and partners; information to include their full names, titles and complete mailing address, including street and or Post Office Box. This information will be retained in your file and should be updated as necessary.
- QUESTION 14:** Specify any previous company names and license numbers the Virginia Manufactured Housing Board has issued under which you have conducted business during the past five years.
- QUESTION 15:** Provide the name and license number(s) for any other Broker locations owned and operated by your company currently licensed by the Virginia Manufactured Housing Board.
- QUESTION 16:** Specify salespersons currently license by the Virginia Manufactured Housing Board and employed at this location; information to include name , license number and full physical description date of birth, sex, height, weight, hair color and eye color.
- QUESTION 17:** Provide current financial statement, this is not required to be an audited copy; may be a balance sheet.
- QUESTION 18:** Please provide verification of business office, this may be by photos to include business signage.
- QUESTION 19:** Answer each question “A through E” in this section. If the answer is “*yes*” to any of the questions please supply explanation from start to finish and supply any supporting documents to include probation papers and or release documents from the court of record to include names and dates and finial orders.
- QUESTION 20:** Please read and complete the “Statement of Compliance”

RENEWAL LICENSE

- Complete question #1 by marking application as ***Renewal*** license
- Complete questions #2 through #12; #16; #19 and #20.
- Provide updates to the balance of the License Application when the information has changed from *initial broker application for licensing*.
- All renewal applications to be accompanied by copy of prior license or renewal notice.

REINSTATEMENT LICENSE

If the board does not receive a license holders' renewal within 30 days of license expiration date, or license has been revoked or not renewed by the Board, this section shall apply. Licenses that have been expired for a year or more from the date of expiration shall submit for a *new license* and is not eligible for reinstatement.

- Complete question #1 by marking application as ***Reinstatement*** license
- Complete question numbers #2 through #12; #16; #19 and #20
- All reinstatement applications to be accompanied by copy of expired license or renewal notice.
- Provide updates to the balance of the Licensing Application when the information has changed from *initial broker application for licensing*.

NOTE:

Return the completed application with a check or money order made payable to the “**Treasurer of Virginia**” and mail to the following address:

**Virginia Department of Housing and Community Development
Division of Building & Fire Regulation
P.O. Box 652
Richmond, VA 23218-0652**

APPLICATION FEES DUE:

INITIAL LICENSE:

- Deposit to Transaction Recovery Fund \$500.00;
- Licensing fee \$200.00.

RENEWAL LICENSE:

- Licensing fee \$150.00

REINSTATEMENT LICENSE:

- Reinstatement fee includes Licensing fee \$300.00